

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

OPEN TO CURRENT STATE EMPLOYEES ONLY

PROVIDER COMMUNICATIONS COORDINATOR

Role Title: Policy and Planning Specialist I

Position #: 00311

Pay Band 4, Level II Hiring Range: \$31,979 - \$56,000

Closing Date: August 17, 2015

Exciting opportunity to serve as the writer/editor of Agency Provider Manuals and Medicaid Memoranda. The incumbent is responsible for reviewing informational and policy memoranda for accuracy, consistency, and readability, as well as rewriting material, and updating existing policy material, leading to timely production of Medicaid Provider Manuals and Medicaid Memoranda, and updating chapters of the Provider Manuals. Qualified applicants must have demonstrated ability to set/meet deadlines, and manage and organize projects effectively. Requires ability to communicate ideas and concepts clearly and concisely. Must have demonstrated ability to conduct independent research. Requires excellent organizational and proofreading skills. Must be proficient using publication application software, and have experience editing materials for publication and online access. Experience with technical writing or editing technical works preferred. Knowledge of Medicaid preferred. Degree with major coursework in journalism, communications, or English preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA